

- *Improved student learning is the result of a quality, effective library media program*
- *The library media center connects the standards, the resources, and the learner.*
- *The library media center supports and strengthens the school and district curriculum.*
- *The library media center should be accessible at all times for all members of the learning community.*
- *Reading is the most important life skill we teach. The library media center connects students and reading.*
- *The library media center program is not static but an on-going, ever-evolving program based on the needs of the learning community.*
- *The effectiveness of the library media program is dependent upon administrative support..*



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School Library Media Services
Office of Technology



**Principal's Guide
to
Effective Library
Media Programs**



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How will you know when you have a good library media program?

Dear Principal,



Research shows that an effective, fully integrated library media program has a positive impact on stu-

dent achievement. Research also shows that the involvement of the library media specialist as an instructional partner with the classroom teacher positively affects student learning.

What are your responsibilities for a good library media program in your school? How do you determine that your library media program is positively affecting student learning and providing the foundation for effective teaching?

Use this guide as a quick reference tool in evaluating your library media program and working with your library media specialist to create, maintain, and improve the library media program in your school. The *ultimate success* of your library media program depends on (1) your support; (2) the partnership you establish with your library media specialist; (3) and your expectations for collaboration between the classroom teachers and your library media specialist.

Library Media Center Staff

- Is the media specialist fully certified? Does the media specialist have a Master's of Library and Information Science?
- How can you work with the library media specialist to accomplish the mission?
- Does the media specialist practice the 3 roles as defined in *Information Power: Building Partnerships for Learning*: Instructional Partner, Program Administrator, Technologist
- Is the media specialist an active member of a professional organization?
- Is the library media center adequately staffed?

Collection Development

- Does the collection support the curriculum?
- Does the collection meet the minimum requirement of ten books per student?
- Is the collection weeded regularly?
- Are new materials selected from recommended review sources? Is selection made on the basis of identified needs noted through curriculum and collection mapping?
- Are all materials properly catalogued and shelved for ease of access by all patrons?
- Does the media center provide a variety of media to address different learning styles?



Educational technology resources have taken their place with books as a standard part of every library collection.

Facilities

- Is the library media center readily accessible?
- Is the atmosphere warm, welcoming, and inviting? Is it conducive to learning?
- Are the furnishings well maintained and age-appropriate?
- Is the media center climate-controlled year-round to avoid damage to materials and equipment?

Curriculum Integration

- Is the media specialist a member of the instructional design teams, e.g. curriculum, technology?
- Are information literacy skills taught in the content areas rather than in isolation?
- Does the library media center schedule permit and encourage collaborative planning and instruction? Does the media specialist actively plan and collaboratively teach with the classroom teachers?

Information Technology

- Does the media specialist model the use and integration of all information technologies? Does the media specialist model and teach ethical use of information and information technology?
- Does the media center provide access for all patrons to current information technology? Does the media specialist provide instruction in the use of the technology to and with classroom teachers?

Media Center Management

- Does the media center have an up-to-date Policy and Procedures Manual?
- Does the media specialist effectively manage the budget to plan for maintenance of the collection and for future growth?
- Does the daily operation of the library media center support the mission statement and goals of the media center?